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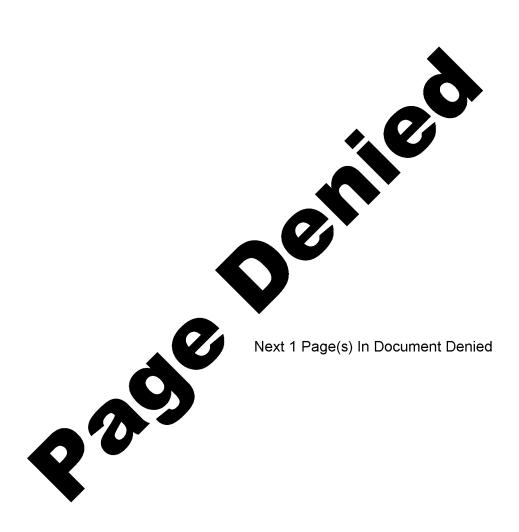
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Office Memorandum united states government

TO : Director, O/TR OUTINE DATE: O THE
FROM : Chief, Language Services Division
SUBJECT: Report of Progress for Week of 3 March to 7 March
1. Laboratory situation:
(a) No firm date on delivery hence no firm date on completion of master control panel.
(b) Necessity to re-check machines for synchronization.
(c) Adjustment of disk recording machines for operation.
On the above points a firm letter has been sent to
25X1 2. Trainees Assigned:
(a) Over 20 interviews have been conducted with candidates for language training inside and outside the Agency.
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(b) group No. 15, consisting of 5 trainees, started work at one on 3 March.
(c) The second advanced reading group started work on 4 March on the basis of 2 full days of training weekly for a period of about 5 months at the Institute of Languages. The group comprises 4 students.
(d) Inside Training: 12 trainees had been enrolled as of yesterday for introductory 4 for laboratory work in intermediate or advanced 5 trainees have been enrolled for introductory and 2 for intermediate (laboratory work); 2 students have been enrolled so far for introductory and 2 for intermediate (laboratory work). This program of inside language training will begin on Monday, 10 March.
3. Refusals:
2 applications for the training requesting evening class instruction in the intermediate program and indicating unwillingness to utilize recordings were turned down.
4. Conferences:
Further conferences have been held witha view to the development of testing material for oral ability. The staff of the Language Services Division has arrived at the formulation of a preliminary pattern which is now being developed.
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10. To provide material for advanced training, a plan has been examined to arrange for a reading room which will contain current newspapers and periodicals in foreign languages. Oral drills will be given for advanced oral training.

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Chief, Language Services Division

